



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 7011

CUSTODIAN, INSTITUTIONS

GRADE C

SCOPE OF WORK:

Work involves responsibility for planning, organizing and performing cleaning and custodial duties in a designated area; supervising and training assigned clients/patients (adolescent and adults) in housekeeping skills and observing and coaching work performance.

DUTIES PERFORMED:

- Observe established safety rules, practices, and procedures in working with the chemicals, hazardous materials, and equipment commonly used by the work unit.
- Sweep, vacuum, mop, scrub, polish, and/or refinish all types of floor surfaces.
- Shampoo and spot clean carpets; perform clean up of spills and stains as they occur.
- Perform minor repairs and maintain all equipment in proper working condition.
- Maintain a schedule of all required duties; offer assistance in completing ward décor changes.
- Sanitize all restrooms; collect and dispose of waste material.
- Clean and polish all mirrors, fixtures, and furniture.
- Maintain inventory and ensure proper storage of all cleaning supplies.
- Wash windows; launder curtains and ensure that fire retardant is used.
- Change light bulbs; fixtures and vents cleaned as scheduled.
- Remove dirt, snow, ice and debris from exits.
- Check and dispose of biohazards.
- Complete reports and monitor work orders for necessary repairs.
- Monitor the environment and report pertinent safety or sanitation information to appropriate staff.
- Train, observe, and document behaviors of assigned client/patient workers; monitor chemical safety, cleaning supply and equipment use; assure that cleaning agents are properly secured at all times.
- Report injuries or incidents according to established agency procedures; assist with emergency evacuations.

<p>NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.</p>
--

MINIMUM QUALIFICATIONS:

Requires completion of high school or a GED and one year of custodial or facility maintenance experience with tasks such as vacuuming carpets, sweeping and mopping floors, sanitizing restrooms and fixtures, snow removal, etc.

Eff. Date: 05/01

Rev: 07/12 – Conversion to Hay System